

“I’m new at DMAS!” Answers to FAQs for new employees:

Arriving at Work

Where can I park my car in the morning?

Classified employees can participate in the monthly parking program through DMAS. Parking is available at the 5th and Marshall or 6th and Marshall decks. The cost is approximately \$25.00 per pay period. Alternatively, there are a number of parking lots across Richmond. Visit the link below to see other available parking.

<http://www.richmondgov.com/Parking/>

What is the best way to get to DMAS by car?

It depends where you are coming from... We have provided [a link to Google Maps](#) so you can get the most effective directions for yourself.

Inclement Weather

What do I do when there is inclement weather that could cause a delay or closing of the office?

Agency closings are conveyed through multiple sources:

-Television Stations: WTVR (Channel 6), WRIC (Channel 8), and WWBT (Channel 12)

-Radio Stations: WRVA-AM (1140), Q94, LITE 98, XL102, 106.5, Sports Radio 910

-[DHRM on Twitter](#)

-[DHRM site](#)

-We will also send a message via the Physical Access Control System (Kastle)

General Questions

What is TAL?

TAL is the Time, Attendance and Leave system you use each week to record your work hours and leave and to request leave.

Where can I see my pay statements?

Once your employment interfaces in the databases, you will have access to the Department of Account's website "[Payline](#)" to view pay information.

Where can I buy food for lunch?

There are a number of food establishments in Downtown Richmond within walking distance of DMAS. You will find that there are a wide range of cuisines available. We have provided a link to [Google Maps](#) which cover most of the restaurants locally.

What hours can we take our lunch?

You generally have 30 minutes to an hour for lunch. The time you take lunch break is at the discretion of your manager.

What is the dress code at DMAS?

Business casual attire and acceptable business appropriate jeans are now permitted throughout the week.

Exception – Traditional business attire is required for business related meetings, inside or outside of agency.